



Government of the
District of Columbia

APPLICATION AND REFERRAL TO THE US COMMISSION OF FINE ARTS FOR SHIPSTEAD-LUCE REVIEW

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The Shipstead-Luce Act of 1930 requires the DC government to refer construction plans to the US Commission of Fine Arts (CFA) for review before a building permit is issued in specific areas of the city adjacent to or opposite major US government buildings and parks. Construction in some of these areas is also subject to review by the Historic Preservation Review Board (HPRB) under the DC Historic Landmark and Historic District Protection Act of 1978. To initiate these reviews, please submit this form with all required attachments as directed below.

THIS IS A REQUEST FOR THE FOLLOWING REVIEW BY CFA AND HPRB, AS APPLICABLE:

- ☐ **CONCEPTUAL REVIEW** to receive guidance at the early stages of design
- ☐ **PERMIT REVIEW** to receive a recommendation on a building permit application

1. OWNER, APPLICANT, AND PROPERTY INFORMATION

Property Owner's Name: _____

Applicant's Name (if different from owner): _____

Project Address: _____

Square: _____ Lot: _____ Historic District: _____

To find your square, lot and historic district, see www.propertyquest.dc.gov

- ☐ I am currently the owner of the property
- ☐ I am a homeowner currently receiving the DC homestead deduction for this property
- ☐ I am an authorized representative of the property owner
- ☐ I am or represent a potential purchaser of the property

2. SUBMISSION MATERIALS FOR CFA AND HPRB

The following materials are included with this application:

- ☐ Two (2) sets of comprehensive exterior photographs of the building, structure, or site and its context (showing adjacent buildings, immediate surroundings, and the areas of proposed work)

For the following, two (2) copies for each agency for a concept application or five (5) copies for a permit application:

- ☐ Site plan showing the existing footprint of the property and adjacent buildings
- ☐ Building plans, elevations, and site plan sufficient to illustrate the footprint, height, massing, design, and materials of the proposed work and its surrounding context

For more information on CFA submission requirements, see www.cfa.gov or contact the CFA staff at 202-504-2200

3. PROJECT DESCRIPTION (CHECK ALL THAT APPLY)

- ☐ Addition ☐ Exterior Alteration ☐ New Construction ☐ Subdivision ☐ Other

Briefly describe the nature of the project: _____

	YES	NO	UNSURE
Is the proposed work visible from a public street or alley?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will there be work on the front of the building or in the front yard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include work in public space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include removal of roof or floor framing or bearing walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a Fair Housing Act request for "reasonable accommodation"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(over)

4. ADDITIONAL INFORMATION FOR LARGER PROJECTS

For renovation or new construction projects exceeding 20,000 square feet, attach a full narrative description indicating the general nature of the project, program of uses, estimated gross floor area by use, number of residential units, scope of preservation work, and any other pertinent features or benefits, including aspects of sustainability. *Homeowners proposing work on their own house do not need to provide this information.*

5. EASEMENTS

YES NO UNSURE

Is there a conservation easement on the property?

☐ ☐ ☐

If yes, have you discussed the project with the easement holder?

☐ ☐ ☐

6. COMMUNITY CONSULTATION

YES NO UNSURE

Have you shared project information with abutting neighbors?

☐ ☐ ☐

Have you contacted the affected Advisory Neighborhood Commission (ANC)?

☐ ☐ ☐

Have you contacted any neighborhood community organizations?

☐ ☐ ☐

To locate your ANC, see www.anc.dc.gov/anc/site

7. ZONING REGULATIONS AND CONSTRUCTION CODE

YES NO UNSURE

Will the project cause a change in building footprint or lot occupancy?

☐ ☐ ☐

Are any zoning variances or special exceptions required for the project?

☐ ☐ ☐

If yes, have you discussed the project with the Zoning Administrator?

☐ ☐ ☐

If yes, have you discussed the project with the Office of Planning?

☐ ☐ ☐

Is any building code relief required for the project?

☐ ☐ ☐

Briefly describe the nature of any zoning variances or code relief being sought: _____

8. CONTACT INFORMATION

Owner Address (if different from project address): _____

Owner Phone: _____ Owner Email: _____

Agent's Capacity: ☐ Tenant ☐ Architect ☐ Contractor ☐ Contract Purchaser ☐ Expediter ☐ Other

Agent Address (if different from owner): _____

Agent Phone: _____ Agent Email: _____

9. CERTIFICATION

I hereby certify that the information given in this application is true and accurate. If applying as an agent of the owner, I certify that I have the owner's permission to make this application.

Signature: _____ Date: _____

When completed, submit this form with all plans, photographs, and other attachments to the Historic Preservation Office (HPO) desk at the DC Permit Center, Department of Consumer and Regulatory Affairs, 1100 4th Street SW, 2nd floor. Upon review of this submission, CFA or HPO staff may contact the owner or agent for consultation, and may request additional information if determined necessary to review the project.

Referral to CFA and HPRB, if required, may be deferred if information is not received within sufficient time to allow staff evaluation and preparation for review. All application materials are part of the public record and are made available to the public for inspection. For more information, see www.cfa.gov or www.preservation.dc.gov.



Historic Preservation Office
DC Office of Planning
(202) 442-8800
historic.preservation@dc.gov

District of Columbia
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